

## **SECTION 7 – CHDP SPECIAL PROJECTS**

Local CHDP programs have the opportunity to request funds during the program year for multidisciplinary and collaborative projects with regional and statewide applications that extend the purposes of the CHDP program. The availability of funds for these projects varies from year to year.

Special project requests are developed and implemented with collaboration of designated CMS consultant staff. Concepts for special projects should first be shared with Program Operations Section (POS) regional program consultants or statewide specialty consultants, who will seek support from section management prior to further project development. Any product developed as a result of a special project is the property of the State of California.

Funds for special projects are approved separately from the local CHDP annual allocation plan and budget. Existing or new program staff and related expenses, and equipment are not funded by the special project funds. Continuation of a special project from one fiscal year to the next is based on available funds.

### **Submitting a Special Project Request**

After the concept is approved by the CMS Branch, a formal request can be made by completing and submitting the following items:

- Request Form (page 7-2)
- Scope of Work (page 7-3)
- Letters of Support (page 7-4)
- Budget Worksheet (page 7-5)

The original and two copies of the request package should be submitted to the Program Operations section manager with copies sent to collaborating CMS consultant staff.

### CHDP Special Project Request Form

1. Name of County/City CHDP Program \_\_\_\_\_
2. Name of Special Project Coordinator \_\_\_\_\_
3. Job Title of Special Project Coordinator \_\_\_\_\_
4. Title of Special Project \_\_\_\_\_
5. Time Period for Special Project \_\_\_\_\_
6. Amount of Funds Requested \_\_\_\_\_
7. Collaborating CHDP Programs \_\_\_\_\_
8. Using a separate sheet(s) of paper, describe the following:
  - The overall project, including what is unique about this project and not met in the CMS Scope of Work,
  - The problems/needs that this project will address, including targeted population(s), such as clients or providers,
  - The collaborative efforts with other local CHDP programs,
  - The expected outcomes for regional or statewide populations, and
  - The mechanisms for evaluating this project.
9. Signatures and Certification: We understand that this special project will be the property of the State of California.

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CHDP Director

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Date Signed

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CHDP Deputy Director

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Date Signed

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Special Project Coordinator

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Date Signed

**CHDP Special Project Scope of Work**

**Fiscal Year \_\_\_\_\_**

Write measurable objectives to accomplish the Special Project. Under the "Activities to Achieve Objective" column identify staff who have lead responsibilities as well as staff from other program(s) collaborating on the project.

<b>Measurable Objective</b>	<b>Relates to which CMS Goal(s) (I-V)</b>	<b>Activities to Achieve Objective</b>	<b>Start Date</b>	<b>End Date</b>	<b>Extent to which Objective/Activities Achieved</b>

## **Letters of Support**

Provide letters of support from other local CHDP programs that demonstrate their willingness to participate in the special project and/or describe the need for the special project in their local health jurisdiction. Letters of support should identify the name of the contact person for the local program and describe his or her role in the development and implementation of the project. Include letters of support from other agencies or managed care plans that will be impacted by the special project.

Letters should be addressed to the local CHDP program Deputy Director or special project coordinator who will submit the letters as part of the Special Project Request package.

## **CHDP Special Project Budgets**

### **Special Project Budget Instructions**

Prepare a separate budget sheet for each special project request using the budget format on page 7-5. Include a justification for each line item on a budget justification worksheet. General budget policies can be found in Section 6 – Budget Instructions.

The types of items under Operating Expense may include, but are not limited to, printing or copying costs, graphics, media, language translation services, distribution costs, shipping and handling, computer software, field testing and revisions. New or existing program staff, benefits, travel, and training are not funded through special projects. Indirect expenses are only to be included if the county/city applies its cost ratio to all direct costs.

### **Special Project Invoice Instructions**

In general, follow the guidelines found in Section 8 – Expenditure Claims and Property Management. Enter in the appropriate Total Expenditures column the total of all expenses for that line and complete the Expenditure Grand Total. Complete the Sources of Funds Section using the percentage of state/federal funds provided by the CMS Branch when the project was approved.

Provide the contact name and telephone number of the county/city staff member who is responsible for processing the expenditure invoice. The fiscal officer or a county/city official with the authority to certify the invoice on behalf of the county/city does so by signing and dating the invoice. An original signature is required. Type or print the name and title of the official who signed the invoice.

State of California – Health and Human Services Agency

Department of Health Services – Children's Medical Services

County/City: \_\_\_\_\_

Fiscal Year: \_\_\_\_\_

### CHDP Special Project Budget

Name of Special Project: \_\_\_\_\_

Column	1A	1B	1
Category/Line Item	% or FTE	Annual Salary	Total Budget
<b>I. Personnel Expense</b>			
Total Salary and Wages			
Less Salary Savings			
Net Salaries and Wages			
Staff Benefits (%)			
<b>Total Personnel Expense</b>			
<b>II. Operating Expense</b>			
<b>Total Operating Expense</b>			
<b>III. Capital Expense</b>			
<b>Total Capital Expense</b>			
<b>IV. Indirect Expense</b>			
Internal			
External			
<b>Total Indirect Expense</b>			
<b>V. Other Expense</b>			
<b>Total Other Expense</b>			
<b>BUDGET GRAND TOTAL</b>			

Prepared By

Date Prepared

Phone Number

CHDP Director or Deputy Director

Date Signed

Phone Number

State of California – Health and Human Services Agency

Department of Health Services – Children's Medical Services

County/City: \_\_\_\_\_

Fiscal Year: \_\_\_\_\_

Quarter Ending: \_\_\_\_\_

### CHDP Quarterly Special Project Expenditure Invoice

Name of Special Project: \_\_\_\_\_

Category/Line Item	Total Expenditure
I. Total Personnel Expense	
II. Total Operating Expense	
III. Total Capital Expense	
IV. Total Indirect Expense	
V. Total Other Expense	
<b>EXPENDITURE GRAND TOTAL</b>	

Source of Funds			
State Funds			
Federal (Title XIX)			

Prepared By \_\_\_\_\_ Date Prepared \_\_\_\_\_ Phone Number \_\_\_\_\_

**CERTIFICATION:** I hereby certify under penalty of perjury that these are actual expenditures (based on county/city records) incurred during the time period specified above, and that they comply with all laws and regulations governing this program.

CHDP Director \_\_\_\_\_ Date Signed \_\_\_\_\_ Phone Number \_\_\_\_\_

CHDP Deputy Director \_\_\_\_\_ Date Signed \_\_\_\_\_ Phone Number \_\_\_\_\_

## **Tips on Writing Measurable Objectives**

The following description is taken from material developed by Stanford Center for Research in Disease Prevention and is provided as a resource only.

### **Definition of Objectives**

Objectives are specific indicators of program goals. They define the necessary steps for reaching the goal. Objectives state a specific result within an identifiable time frame.

Objectives are outcomes of program activities (actions), and should not be confused with the activities themselves. Moreover, objectives should not be confused with goal statements, which are long-range anticipated results or consequences. For example, a goal to make domestic violence socially unacceptable.

It is important to break project goals into specific objectives so that everyone clearly understands what needs to be done, and when. The assumption is that if each objective is achieved, it contributes to the accomplishment of the overarching goal.

Developing measurable objectives requires time, systematic thinking, and a thorough understanding of your goals. The process may seem time-consuming, but will allow for smooth implementation and evaluation. In addition, developing specific, measurable objectives allow staff and volunteers to maintain a sharp focus on their commitments, and show how activities relate to desired outcomes.

### **Guidelines for Stating Objectives**

The following are some simple questions that each objective statement should answer:

- What (measurable) change or benefit is expected?
- Who is expected to change or benefit?
- How much change or benefit is expected?
- When is the change or benefit expected to happen?

A helpful rule for writing objectives is that they should be "SMART"

**Specific**

**Measurable**

**Achievable**

**Reachable**

**Time-bound**

Use these verbs to help decide whether a statement is an objective or not:

<b>Objectives</b>	<b>Not Objectives (Activities or Actions)</b>
<ul style="list-style-type: none"><li>• To increase</li><li>• To decrease</li><li>• To reduce</li><li>• To change</li></ul>	<ul style="list-style-type: none"><li>• To provide</li><li>• To establish</li><li>• To create</li><li>• To assess</li></ul>

### **Examples of Objectives**

Here is an example of a poorly defined objective: "To raise community awareness of domestic violence."

Measurement concerns with this objective include:

- What is awareness - how will you know it when you see it?
- How is community defined - adults, youth, geographic boundaries, etc.?
- What does "raise" mean - what is the baseline, and how much improvement is anticipated?
- How will this objective be met - via a media campaign, a school program, etc.?
- When is the anticipated change supposed to occur?

Here is an example of a **well-defined objective**:

At the conclusion of the two-day relationship skills class, at least 80 percent of the junior high school participants will be able to demonstrate non-violent interpersonal skills in role-play scenarios.

This objective tells us that there is a commitment to communicating certain information in a specific way to a group of learners, and that the learners will have demonstrated acquisition of new information during a certain time period.